

**INSTRUCTIONS FOR COMPLETING DD FORM 1540,
"REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES"**

A. WHO IS ELIGIBLE

The Defense Technical Information Center's (DTIC's) products and services are available to U.S. Government organizations, their contractors, subcontractors and potential contractors. In order to register for these services, all applicants are required to complete the DD Form 1540.

B. WHERE TO FILE

Completed DD Forms 1540, and other related correspondence, should be mailed to:

Defense Technical Information Center
DTIC-BCS, Registration Branch
8725 John J. Kingman Road
Suite 0944
Fort Belvoir, VA 22060-6218

Telephone: (703) 767-8273
Fax: (703) 767-8228

C. RESTRICTED DATA AND/OR CNWDI

U.S. Government (Non-DoD) organizations requesting access to Restricted Data and/or CNWDI must have the Department of Energy notify DTIC in writing that the individual listed as the point-of-contact (Item 4, "Attention") on the DD Form 1540 is authorized to receive such data.

D. GENERAL INSTRUCTIONS

1. U.S. Government Organizations

(1) Section I - General Information. All applicants must complete Section I in full.

- DoD organizations complete only Section I if requesting access to unclassified/unlimited or unclassified/limited data. DoD organizations should include DSN numbers where noted.

- Non-DoD Government organizations complete only Section I if requesting access to only unclassified/unlimited data.

(2) Section II - Security Officer. All U.S. Government organizations requesting access to classified data must obtain the signature of their organization's security officer. The security officer certifies that the organization listed in Section I may receive and store classified data at the access level indicated in Section I (Item 11, "Type of Access Desired").

(3) Section III - Prime Contractor Approval. Leave blank.

(4) Section IV - U.S. Government Approving Official. DoD organizations must complete Section IV if requesting access to classified data. Non-DoD Government organizations must complete Section IV if requesting access to unclassified/limited or classified data. Signature of Government Approving Official is required.

- Approving Official for DoD organizations is any designated official, such as the Commanding Officer, Technical Director, etc.

- Non-DoD Government organizations refer to DTIC's registration guide for the address of their approving official.

(5) Section V - Subject Fields and Groups. All U.S. Government organizations requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

2. Contractors, Subcontractors, Potential Contractors, CRDA Partners, and Grantees

Access to export-controlled data requires DTIC's receipt of a certified copy of the DD Form 2345, "Militarily Critical Technical Data Agreement." Access to classified data requires approved facility clearance from the Defense Investigative Service (DIS). For more information, refer to DTIC's registration guide.

(1) Section I - General Information. All contractors, subcontractors, and potential contractors must complete Section I in full. Cite your prime contract number and expiration date in this section.

(2) Section II - Security Officer. Leave blank.

(3) Section III - Prime Contractor Approval. All subcontractors must complete Section III. Cite your subcontract number and expiration date in this section.

(4) Section IV - U.S. Government Approving Official. All contractors, subcontractors, and potential contractors must complete Section IV. Signature of Government approving official is required. (Refer to DTIC's registration guide for information on who may qualify as the approving official.)

(5) Section V - Subject Fields and Groups. All contractors, subcontractors, and potential contractors requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

E. AFTER REGISTRATION

(1) DTIC will mail a numeric user code and additional information to the user upon completion of registration.

(2) Registered DTIC users must notify DTIC in writing of any changes to their current DD Forms 1540.

(3) Registered DTIC users receive a notice from DTIC 60 days prior to the scheduled expiration date of their service.

F. ADDITIONAL INFORMATION

For a more complete instructional guide, refer to the "Registration Guide to the Defense Technical Information Center (DTIC)." Copies may be obtained from the address in Paragraph B.

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES						<i>Form Approved OMB No. 0704-0264 Expires Jun 30, 2001</i>	
<p>The public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0264), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. SEND YOUR COMPLETED FORM TO: DEFENSE TECHNICAL INFORMATION CENTER, ATTN: DTIC-BCS, 8725 JOHN J. KINGMAN ROAD, SUITE 0944, FORT BELVOIR, VA 22060-6218.</p>							
SECTION I - GENERAL INFORMATION <i>(All applicants must complete Section I.)</i>						FOR DTIC USE ONLY	
1. ORGANIZATION NAME			2. SUBORGANIZATION NAME			DTIC USER CODE	
3.a. STREET ADDRESS		b. CITY		c. STATE	d. ZIP CODE	RENEWAL DATE (YYYYMMDD)	
4. ATTENTION						USER TYPE	
a. NAME <i>(Last, First, Middle Initial)</i>		b. POSITION/TITLE		c. OFFICE SYMBOL		CHARGE CODE	
a. NAME <i>(Last, First, Middle Initial)</i>		b. POSITION/TITLE		c. OFFICE SYMBOL		ENTITY CODE	
5. TELEPHONE NUMBER <i>(Include area code)</i>			6. FAX NUMBER <i>(Include area code)</i>			SERVICE LEVEL SPONSOR	
a. COMMERCIAL		b. DSN		a. COMMERCIAL		b. DSN	
a. COMMERCIAL		b. DSN		a. COMMERCIAL		b. DSN	
7. INTERNET E-MAIL ADDRESS		8.a. PRIME CONTRACT NUMBER <i>(Or other appropriate number) (Contractors only)</i>		b. EXPIRATION DATE <i>(YYYYMMDD)</i>		FACILITY SECURITY CLEARANCE	
9. CURRENT OR FORMER USER <i>(X one)</i>		10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER <i>(Contractors only)</i>				SECURITY CLEARANCE	
<input type="checkbox"/> YES <i>(Enter DTIC user code)</i>						TYPE	
<input type="checkbox"/> NO						RD	
						CNWDI SIGMA	
						NATO	
11. TYPE OF ACCESS DESIRED <i>(X as applicable)</i>							
<input type="checkbox"/> UNCLASSIFIED/UNLIMITED		<input type="checkbox"/> UNCLASSIFIED/LIMITE		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRE	
						<input type="checkbox"/> RESTRICTED DATA	
						<input type="checkbox"/> CNWDI	
						<input type="checkbox"/> NATO	
SECTION II - SECURITY OFFICER <i>(All U.S. Government organizations must complete Section II if requesting access to classified data.)</i>							
12. SECURITY OFFICER CERTIFICATION							
I certify that the organization listed in Section I may receive and store classified data at the access level indicated in Section I.							
a. NAME <i>(Last, First, Middle Initial)</i>				b. ORGANIZATION NAME			
c. (1) STREET ADDRESS				(2) CITY		(3) STATE	(4) ZIP CODE
d. TELEPHONE NUMBER <i>(Include area code)</i>				e. SIGNATURE			
(1) COMMERCIAL		(2) DSN		f. DATE SIGNED <i>(YYYYMMDD)</i>			
(1) COMMERCIAL		(2) DSN					
SECTION III - PRIME CONTRACTOR APPROVAL <i>(All subcontractors must complete Section III. Prime Contractor's signature is required.)</i>							
13. PRIME CONTRACTOR ORGANIZATION NAME				14.a. SUBCONTRACT NUMBER		b. EXPIRATION DATE <i>(YYYYMMDD)</i>	
15.a. STREET ADDRESS				b. CITY		c. STATE	d. ZIP CODE
16.a. PRIME CONTRACTING OFFICER NAME <i>(Last, First, Middle Initial)</i>				b. POSITION/TITLE			
c. TELEPHONE NUMBER <i>(Include area code)</i>		d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>	
(1) COMMERCIAL		(2) DSN					
(1) COMMERCIAL		(2) DSN					
SECTION IV - U.S. GOVERNMENT APPROVING OFFICIAL <i>(All contractors, those DoD organizations requesting access to classified data, and Non-DoD Government organizations requesting access to unclassified/limited or classified data must complete Section IV. Government Approving Official's signature is required.)</i>							
17. APPROVING ORGANIZATION NAME		18.a. STREET ADDRESS		b. CITY		c. STATE	d. ZIP CODE
19.a. APPROVING OFFICIAL NAME <i>(Last, First, Middle Initial)</i>				b. POSITION/TITLE			
c. TELEPHONE NUMBER <i>(Include area code)</i>				d. SIGNATURE			
(1) COMMERCIAL		(2) DSN		e. DATE SIGNED <i>(YYYYMMDD)</i>			
(1) COMMERCIAL		(2) DSN					
FOR DTIC USE ONLY							

SECTION V - SUBJECT FIELDS AND GROUPS (X as applicable. All applicants must complete Section V if requesting access to classified data. The first number is the subject field, the second is the more specific group.)

01 02 03 03.01 03.02 03.03 03.04 03.05 03.06 03.07 03.08 03.09 03.10 03.11 03.12 04 05 06	Aviation Technology (ALL) Aerodynamics Military Aircraft Operations Aircraft Helicopters Bombers Attack and Fighter Aircraft Patrol & Reconnaissance Aircraft Transport Aircraft Training Aircraft V/STOL Gliders and Parachutes Civilian Aircraft Pilotless Aircraft Lighter-than-Air Aircraft Research & Experimental Aircraft Flight Control & Instrumentation Terminal Flight Facilities Commercial & General Aviation	11 03 04 05 06 06.01 06.02 07 08 09 10 11 12	Materials (Continued) Coatings, Colorants & Finishes Laminates & Composite Materials Textiles Metallurgy & Metallography Properties of Metals & Alloys Fabrication Metallurgy Miscellaneous Materials Lubricants & Hydraulic Fluids Plastics Elastomers & Rubber Solvents, Cleaners & Abrasives Wood, Paper & Related Forestry Products	18 01 02 03 04 05 05.01 05.02 06 07 08 09 10	Nuclear Science & Technology (ALL) Fusion Devices (Thermonuclear) Isotopes Nuclear Explosions & Devices (Non-Military) Nuclear Instrumentation Nuclear Power Plants & Fission Reactor Engineering Nuclear Fission Reactors (Power) Nuclear Fission Reactors (Non-Power) Nuclear Radiation Shielding Protection & Safety Radioactivity, Radioactive Wastes & Fission Products SNAP (Systems for Nuclear Auxiliary Power) Technology Fission Reactor Physics Fission Reactor Materials
01 02 03 04 05 06	Agriculture (ALL) Agricultural Chemistry Agricultural Economics Agricultural Engineering Agronomy, Horticulture, & Aquaculture Animal Husbandry & Veterinary Medicine Forestry	01 02 03 04 05 06 07 08 09	Mathematical & Computer Sciences (ALL) Numerical Mathematics Theoretical Mathematics Statistics & Probability Operations Research Computer Programming & Software Computer Hardware Computer Systems Computer Systems Management & Standards Cybernetics	19 01 01.01 02 03 04 05 06 07 08 08.01 09 10 11 12 13	Ordnance (ALL) Ammunition & Explosives Pyrotechnics Aerial Bombs Combat Vehicles Armor Fire Control & Bombing Systems Guns Rockets Underwater Ordnance Torpedoes Explosions Ballistics Nuclear Weapons Directed Energy Weapons Guided Munitions
01 02 03	Astronomy & Astrophysics (ALL) Astronomy Astrophysics Celestial Mechanics	01 02 03 04 05 06 06.01 07 08	Mechanical, Industrial, Civil & Marine Engineering (ALL) Air Conditioning, Heating, Lighting & Ventilating Civil Engineering Construction Equipment, Materials & Supplies Containers & Packaging Couplers, Fasteners & Joints Surface Transportation & Equipment Surface Effect Vehicles/Amphibious Vehicles Hydraulic & Pneumatic Equipment Manufacturing & Industrial Engineering & Control of Production Systems Machinery & Tools Marine Engineering Submarine Engineering Pumps, Filters, Pipes, Tubing, Fittings & Valves Safety Engineering Structural Engineering & Building Technology	20 01 02 03 04 05 06 06.01 07 08 09 10 11 12 13	Physics (ALL) Acoustics Crystallography Electricity & Magnetism Fluid Mechanics Atomic & Molecular Physics & Spectroscopy Optics Fiber Optics & Integrated Optics Particle Accelerators Nuclear Physics & Elementary Particle Physics Plasma Physics & Magnetohydrodynamics Quantum Theory & Relativity Mechanics Solid State Physics Thermodynamics Radiofrequency Wave Propagation Electromagnetic Pulses
01 02 03 04 05 06 07 08 09	Atmospheric Sciences (ALL) Atmospheric Physics Meteorology	01 02 03 04 05 06 07 08 09	Behavioral & Social Sciences (ALL) Administration & Management Information Science Economics & Cost Analysis Government & Political Science Sociology & Law Humanities & History Linguistics Psychology Personnel Management & Labor Relations	21 01 02 03 04 05 06 07 08 08.01 08.02 09 09.01 09.02	Propulsion, Engines & Fuels (ALL) Air Breathing Engines (Unconventional) Combustion & Ignition Electric & Ion Propulsion Fuels Jet & Gas Turbine Engines Nuclear Propulsion Reciprocating & Rotating Engines Rocket Engines Liquid Propellant Rocket Engines Solid Propellant Rocket Engines Rocket Propellants Liquid Rocket Propellants Solid Rocket Propellants
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15	Biological & Medical Science (ALL) Biochemistry Genetic Engineering & Molecular Biology Biology Anatomy & Physiology Medicine & Medical Research Ecology Radiobiology Food, Food Service & Nutrition Hygiene & Sanitation Stress Physiology Toxicology Medical Facilities, Equipment & Supplies Microbiology Weapons Effects (Biological) Pharmacology	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15	Test Equipment, Research Facilities & Reprography (ALL) Holography Test Facilities, Equipment & Methods Recording & Playback Devices Photography Printing & Graphic Arts	22 01 02 03 04 05	Space Technology (ALL) Astronauts Unmanned Spacecraft Spacecraft Trajectories and Reentry Ground Support Systems & Facilities for Space Vehicles Manned Spacecraft
01 02 03 04 05 06	Chemistry (ALL) Industrial Chemistry/Chemical Processing Inorganic Chemistry Organic Chemistry Physical Chemistry Radiation & Nuclear Chemistry Polymer Chemistry	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15	Military Sciences (ALL) Military Forces & Organizations Civil Defense Defense Systems Antimissile Defense Systems Antiaircraft Defense Systems Antisatellite Defense Systems Military Intelligence Logistics, Military Facilities & Supplies Military Operations, Strategy & Tactics Naval Surface Warfare Undersea & Antisubmarine Warfare Chemical, Biological & Radiological Warfare Nuclear Warfare Space Warfare Land Mine Warfare Unconventional Warfare	23 01 02 03 04 05 06 07 08 08.01 08.02 09 09.01 09.02	Biotechnology (ALL) Biomedical Instrumentation & Bioengineering Human Factors Engineering & Man Machine Systems Bionics Protective Equipment Life Support Systems Escape, Rescue & Survival
01 02 03 04 05 06 07 08 09 10 11 12	Earth Sciences & Oceanography Biological Oceanography Cartography & Aerial Photography Physical & Dynamic Oceanography Geomagnetism Geodesy Geography Geology, Geochemistry & Mineralogy Hydrology, Limnology & Potamology Mining Engineering Soil Mechanics Seismology Snow, Ice, & Permafrost	01 02 02.01 03 04 04.01 04.02 04.03 05	Guided Missile Technology (ALL) Guided Missile Launching & Basing Support Guided Missile Trajectories, Accuracy & Ballistics Guided Missile Dynamics, Config. & Control Surfaces Guided Missile Warheads & Fuzes Guided Missiles Air- & Space-Launched Guided Missiles Surface-Launched Guided Missiles Underwater-Launched Guided Missiles Guided Missile Reentry Vehicles	24 01 02 03 04 05 06 07	Environmental Pollution & Control (ALL) Air Pollution & Control Noise Pollution & Control Solid Wastes Pollution & Control Water Pollution & Control Pesticides Pollution & Control Radiation Pollution & Control Environmental Health & Safety
01 02 03 04 05 06 07	Electrotechnology & Fluidics (ALL) Electrical & Electronic Equipment Fluidics & Fluorics Lasers & Masers Line, Surface & Bulk Acoustic Wave Devices Electrooptical & Optoelectronic Devices Acoustooptic & Optoacoustic Devices Electromagnetic Shielding	01 02 03 04 05 06 07 08 09 10 11 12	Navigation, Detection & Countermeasures (ALL) Acoustic Detection & Detectors Non-Acoustic/Non-Magnetic Submarine Detection Direction Finding Countermeasures Radio Countermeasures Acoustic Countermeasures Radar Countermeasures Optical Countermeasures Optical Detection & Detectors Infrared Detection & Detectors Ultraviolet Detection & Detectors Magnetic & Electric Field Detection & Detectors Navigation & Guidance Land & Riverine Navigation & Guidance Underwater & Marine Navigation & Guidance Air Navigation & Guidance Space Navigation & Guidance Miscellaneous Detection & Detectors Active & Passive Radar Seismic Detection & Detectors Target Direction, Range & Position Finding	25 01 02 03 04 05	Communications (ALL) Telemetry Radio Communications Non-Radio Communications Voice Communications Command, Control & Communications Systems
01 02 02.01	Power Propulsion & Energy Conversion (Nonpropulsive) (ALL) Non-Electrical Energy Conversion Electric Power Production & Distribution Electrochemical Energy Storage Energy Storage	01 02 03 04	Materials (ALL) Adhesives, Seals & Binders Ceramics, Refractories & Glass Refractory Fibers	ALL	ALL SUBJECT FIELDS AND GROUPS

HELPFUL HINTS FOR U.S. GOVERNMENT APPROVING OFFICIALS

1. Who should sign as the Approving Official in Section IV of the DD Form 1540?

The person who signs the DD Form 1540 shall have the technical competence and familiarity with government, contractor or grantee programs necessary to judge the subject fields of interest to the applicant as stated in DoDI 3200.14, **Principles and Operational Parameters of the DoD Scientific and Technical Information Program**, Enclosure 6, **Access to and Dissemination of DoD Technical Information**, dated May 13, 1998. When you sign as approving official, you are responsible for the accuracy of the information on the form, and you are certifying the need-to-know of the requester. You can change the classification requested, expiration date, and/or the subject fields of interest as you see fit.

2. If an applicant requests "ALL" fields of interest, should you approve all?

Section V is completed by all U.S. Government organizations, contractors, subcontractors, and potential contractors requesting access to classified data. Non-DoD Government organizations also complete Section V for access to unclassified/limited data. Approving "ALL" would certify access to an unusually high range of subject areas. We request that you reevaluate each subject area carefully to verify that there is a legitimate need-to-know requirement for such a broad range of subject areas, e.g. under a contract being registered. If you approve "ALL", please initial by the word "ALL" on the DD Form 1540.

Approving Official's Checklist

- Did you enter your phone number in Section IV, Block 19.c.?
 - Did you sign and date in Section IV, Blocks 19.d. and 19.e.?
 - If the requester is a contractor, are the contract number and expiration date correct?
- (Section I, Blocks 8.a. and 8.b. or Section III, Blocks 14.a. or 14.b.)
- If the requester circled "ALL" subject fields of interest, did you initial by the word "ALL"?

PLEASE NOTE: Upon receipt of the DD Form 1540, DTIC will contact you for verbal verification.